

KDOC Juvenile Services



Quality Assurance Case Reads

And
Supervision Planning

The following slides will review each question on the new Case Read checklist and provide detailed information on the Department of Corrections review process used to determine if a case read is determined to be successful. This training also covers evidence based approaches to creating a successful supervision plan and the requirements for a plans completion.

QUALITY ASSURANCE CASE READ CHECKLIST

YOUTH'S NAME: _____
 YOUTH'S SSN: _____
 JUDICIAL DISTRICT: _____
 COUNTY: _____
 CURRENT SUPERVISION OFFICER: _____
 DATE OF CASE READ: _____
 CASE READ BY: _____
 SUPERVISION TYPE: _____

ADP CASE READ

*Any "NO" answers in questions #1 through #4 deems this section problematic. If question #5 is answered "YES" then this section is problematic.

		YES	NO
1.	Does the youth have any active cases? (If answer is "no" contact Judicial District for case status)		
2.	Do the chronos show monthly contacts that follow Standards 04-103 through 04-109 for the past 6 months? (Do not include: current month). This includes face to face, collateral, and parent/guardian contacts.		
3.	Are the chronos within the past 6 months more than auto-chronos?		
4.	Do face to face chronos show that visits are well-planned and focused upon issues relevant to the supervision plan and the provision of services identified in the plan? And do they ensure the safety of the juvenile offender and the public?		
5.	Is the youth: 21 years of age or older and currently an ISP or CM supervision type and adjudicated after 1-1-2007?		

ADP CASE READ NARRATIVE (if applicable):

SUPERVISION PLAN CASE READ

*More than three "NO" answers in questions #6 through #14 deems this section problematic. If questions #15 or #16 are answered "NO" then this section is problematic. Questions 6 through 14 are only looking at the open supervision plan. Questions 15 and 16 are looking at the previous one year timeframe.



		YES	NO	NA
6.	Is there an open supervision plan for the youth?			
7.	Does the open supervision plan address the appropriate domains? (No more than 4 domains and should not address domains that scored a zero on the YLS/CMJ).			
8.	Does the open supervision plan's problems related to treatment contain applicable information pertaining to the youth's supervision that matches the domain to be addressed and is it understandable for the youth? (This should not be an exact copy of the YLS/CMJ wording).			
9.	Does the open supervision plan's treatment goals address long term behavioral change that match the listed problem(s)?			
10.	Are the open supervision plan's objectives geared toward reaching the listed goal(s) and are they written in SMART terms?			
11.	Does the open supervision plan's responsibility section reflect a person or persons? (More than just the youth)			
12.	Does the open supervision plan's duration section reflect a specific/defined timeframe? (Date or length of time)			
13.	Are there responsibility factors identified and addressed on the open supervision plan?			
14.	Are the youth's strengths identified and incorporated in the open supervision plan?			
15.	Are the supervision plan reviews occurring no longer than every 6 months?			
16.	Was the initial supervision plan completed within the first 30 days of ordered supervision?			

SUPERVISION PLAN CASE READ NARRATIVE (if applicable):

	YES	NO
Was the case read found to be problematic?		

Question 1

Does the youth have any active cases? (If answer is “no” contact Judicial District for case status)

-As cases close make sure you are entering them in CASIMS with the correct dates.

This should be done under the Case Closure tab.

The screenshot shows the 'Court Case Closure' tab in the CASIMS application. At the top, there are fields for 'Record ID', 'JO Name', 'Supervision Start Date' (8/20/2010), 'Supervision Type' (JISP Intensive Supervised Probation), and 'SID/KBI Num'. Below these are tabs for 'Juvenile', 'Legal', 'Supervision Plan', 'Chronos', 'Calendar', 'Placement/Movement', 'Interstate Compact', 'Misc', and 'Court Case Closure'. The 'Court Case Closure' tab is active, showing a table with columns 'Close', 'Case', 'Date', and 'Type'. To the right of the table is a 'Shortcuts' section with a '+' icon, 'Use Closing Date', 'Use Closing Type', 'Check All', and 'Uncheck All' buttons. A blue arrow points from the text 'This should be done under the Case Closure tab.' to the 'Court Case Closure' tab.

-If all cases are closed and the youth is no longer on supervision you will need to terminate the youth's plan status, enter the youth's end date, and enter the case status.

This should be done under the Supervision Plan tab under Supervision Termination.

The screenshot shows the 'Supervision Termination' tab in the CASIMS application. At the top, there are fields for 'Record ID', 'JO Name', 'Supervision Start Date' (8/20/2010), 'Supervision Type' (JISP Intensive Supervised Probation), and 'SID/KBI Num'. Below these are tabs for 'Juvenile', 'Legal', 'Supervision Plan', 'Chronos', 'Calendar', 'Placement/Movement', 'Interstate Compact', 'Misc', and 'Court Case Closure'. The 'Supervision Plan' tab is active, showing a 'Supervision Termination' section. This section includes a 'Plan Date(s)' field (8/20/2010), a 'Case Status' dropdown (Discharged by Court), a 'Discharge Date' field (6/17/2011), and a 'Discharge Type' dropdown (Discharged (Court)). There are checkboxes for 'All supervision objectives have been met', '90 days drug free status', 'Attendance and participation in a vocational training program, or school for 90 days', 'Positive participation in required services and/or activities', and 'Sanctions imposed during placement have been satisfied'. A blue arrow points from the text 'This should be done under the Supervision Plan tab under Supervision Termination.' to the 'Supervision Termination' tab.

Question 2

Do the chronos show monthly contacts that follow Standards 04-104 through 04-109 for the past 6 months? (Do not include: current month). This includes face to face, collateral, and parent/guardian contacts.

KDOC- JS Standards

JISP Contact Requirements

04-103 <http://www.doc.ks.gov/juvenile-services/supervision-standards/standards/chapter-4/4-103>

Case Management Contact Requirements

04-104 <http://www.doc.ks.gov/juvenile-services/supervision-standards/standards/chapter-4/4-104>

JCF Contact Requirements

04-105 <http://www.doc.ks.gov/juvenile-services/supervision-standards/standards/chapter-4/4-105>

CR Contact Requirements

04-106 <http://www.doc.ks.gov/juvenile-services/supervision-standards/standards/chapter-4/4-106>

ICJ Contact Requirements

04-107 <http://www.doc.ks.gov/juvenile-services/supervision-standards/standards/chapter-4/4-107>

Person That May Conduct Face to Face Visits

04-108 <http://www.doc.ks.gov/juvenile-services/supervision-standards/standards/chapter-4/4-108>

Law Enforcement Involvement and Collaboration

04-109 <http://www.doc.ks.gov/juvenile-services/supervision-standards/standards/chapter-4/4-109>

It is not enough to see that you have monthly face to face contact with your youth. Someone should be able to look at your chronos and know the status of this youth's supervision. If the youth is in detention, AWOL, ETC monthly collateral and parent/guardian contacts should be seen.

Question 3

Are the chronos within the past 6 months more than auto-chronos?

Definition of Chronos

Narratives or log notes typed into CASIMS that document the who, what, when, where and how of juvenile offender case activity. The Chronos provide a running history of the youth's case from beginning to end.

Chronos should not be the same from month to month. They should be updated to give the reader new information as to what is going on with the youth.

Question 4

Do face to face chronos show that visits are well-planned and focused upon issues relevant to the supervision plan and the provision of services identified in the plan. And do they ensure the safety of the juvenile offender and the public?

The Supervision Plan should be looked at monthly with the youth (if not more). Any updating or adding to the plan should be done during face to face contacts. It is important to go over the youth's goals regularly to know how the youth is progressing and what continues to need work.

Question 5

Is the youth: 21 years of age or older and currently an ISP or CM supervision type and adjudicated after 1-1-2007?

If your youth is:

21 years of age or older and currently an ISP or CM supervision type and adjudicated after 1-1-2007 you need to speak with you county attorney's office immediately to get this case closed.

This can be found under:

KSA 38-2304

Jurisdiction; presumption of age of juvenile; placement with department of social and rehabilitation services or juvenile justice authority; costs.....

Question 6

Is there an open supervision plan
for the youth?

Supervision Plan Components

1. Problems Related to Treatment
2. Treatment Goals
3. Objectives
4. Responsivity Factors
5. Strengths

Question 7

Does the open supervision plan address the appropriate domains? (No more than 4 domains and should not address domains that scored a zero on the YLS/CMI).

Linking the YLS/CMI to the Supervision Plan

- The supervision plan is the tool that links the risks, needs and responsivity factors identified by the YLS/CMI.
- Allows officers to focus on the criminogenic needs to reduce recidivism.
 - Focusing on only court ordered probation conditions are not effective!!!
- Helps guide decision making.
- Makes the plan individualized to the youth.

Remember when completing supervision plans on youth address the most problematic domains. There should be no more than 4 domains addressed on the plan to not overwhelm the youth.

The BIG 4

- Antisocial attitudes
- Antisocial peers
- Antisocial personality
- History of Antisocial Behavior (Criminal History)

These 4 risk factors are the most highly correlated with criminal behavior among all other factors. They are the biggest predictors of recidivism. Criminal history is the #1 predictor of future criminal behavior but you will not address it on the supervision plan. When looking at “The Big 4” you will only address the 3 dynamic risk domains. If you address any of these 3 you will get more “bang for your buck.”

Question 8

Does the open supervision plan's problems related to treatment contain applicable information pertaining to the youth's supervision that matches the domain to be addressed and is it understandable for the youth? (This should not be an exact copy of the YLS/CMI wording).

Problems Related to Treatment

- The problems should be directly related to the criminogenic needs identified by the YLS/CMI.
- Only focus on the most problematic domains from the YLS/CMI.
 - No more than 4 so that we don't overwhelm the youth.
- Use the youth's name in the plan.
 - This gives the youth ownership.
- No carbon copies of the YLS/CMI.
 - Problems should be written in terms the youth will understand.

Question 9

Does the open supervision plan's treatment goals address long term behavioral change that match the listed problem(s)?

Treatment Goals

- Goals should be the exact opposite of the problems.
- Goals should be written so they focus on long term behavioral change.
- Goals do not have to be measurable.
- Get input from the youth concerning the goals.
 - The youth will feel they have a hand in the process and this can lead to more buy-in.

Question 10

Are the open supervision plan's objectives geared toward reaching the listed goal(s) and are they written in SMART terms?

Objectives

- Objectives are the short term techniques/tasks used to reach the goals.
- It may require several objectives to reach one goal.
- Get input from the youth concerning the objectives.
- Objectives should be written in SMART terms.

SMART

- Specific: state the what, why and how
- Measurable: successful versus unsuccessful
- Attainable: can be done, but will require commitment and responsibility
- Realistic: not easy, but do-able
- Timely: creates a clear target to work towards

Question 11

Does the open supervision plan's responsibility section reflect a person or persons? (More than just the youth)

Responsibility

Tasking more than just the youth can lead to more buy-in, which in return may lead to more compliance.

Do not hesitate to involve multiple supports in the plan:

- Family

- School

- Law Enforcement

- Service Providers

- Even you as the supervision officer

Question 12

Does the open supervision plan's duration section reflect a specific/defined timeframe? (Date or length of time)

Duration

Use specific time-frames with the youth. A fixed end date creates a date for a youth to be in compliance with. This should be done by:

- Using a specific date (7/12/2014)
- Using a specific timeframes (3 weeks, 2 months, etc)
- **NEVER** use “for the duration of supervision” or “ongoing” ETC

Timeframes should be short in length. The benefits of this are:

- the youth will accomplish objectives more frequently
- the youth will stay interested/focused on meeting long term goals
- more buy-in when the youth can measure their successes

Question 13

Are there responsivity factors identified and addressed on the open supervision plan?

Responsivity

Responsivity factors are the BARRIERS the youth may have.

These can be:

-internal

examples- motivation, anxiety, cognitive deficiencies, age, race, sex, ethnicity

-external

examples- you as an officer (male with female trauma victim or male sex offender with female officer), setting (correctional facility, YRC II, ETC...), support networks

It is not enough to identify the youth's barriers. You must address and remove them for the youth to maximize the benefits of services they receive.

Question 14

Are the youth's strengths identified
and incorporated in the open
supervision plan?

Strengths

- Use strengths to help in guiding the youth in completing goals and objectives.
- The strengths do not have to come directly from the youth.
 - They can come from teachers, coaches, neighbors, ETC

It is not enough to just identify the youth's strengths. You also need to incorporate them into the supervision plan.

Question 15

Are the supervision plan reviews occurring no longer than every 6 months?

KDOC- Juvenile Services Supervision Standard 04-121

<http://www.doc.ks.gov/juvenile-services/supervision-standards/standards/chapter-4/4-121>

“Review supervision plans shall be completed no later than six (6) months following the completion of the previous supervision plan.”

Be sure to make the plan a living document.

- Review on a consistent basis as this reinforces the plan to the youth.

Plans should address the current risk factors for the youth and the most problematic domain areas.

- If it is no longer a risk, do not address it. If one domain is completed successfully, move on to another.

Question 16

Was the initial supervision plan completed within the first 30 days of ordered supervision?

KDOC- Juvenile Services Supervision Standard 04-121

<http://www.doc.ks.gov/juvenile-services/supervision-standards/standards/chapter-4/4-121>

“Written policy, procedure and practice shall require the Community Supervision Agency to complete an initial supervision plan with the juvenile, parent(s)/guardian(s) and other pertinent people within thirty (30) days of all court ordered supervision, changes in supervision type or upon interstate compact acceptance.”

Question regarding Supervision Plans or Case Reads
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